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State Interoperable & Emergency Communication Board Meeting Minutes
March 4, 2015
DHSES – Building 7A – First Floor Training Room

Barbato: Welcome and Opening Remarks. Just a few reminders: We will proceed as to open meetings law and this meeting will be recorded in accordance with that. Some of the attendees from the ad hoc working group that met earlier are joining us today. Frank Hoare, who is Counsel for the Division, is also joining us today. We are happy to have him aboard. Welcome to the first quarterly meeting of 2015 of the Statewide Interoperable and Emergency Communication Board. We have a full agenda today with a demonstration by Mutualink so we are going to proceed with Roll Call.

Board members present:

Robert M. Barbato	Chair and Director of the Office of Interoperable and Emergency Communications
Charles White	For Joseph D’Amico, Superintendent, NYS Police
Mark Fettinger	For Michael C. Green, Commissioner, NYS Division of Criminal Justice Services
Matthew Delaney	For John P. Melville, Acting Commissioner, Division of Homeland Security & Emergency Services
Art Schloth	For Margaret Miller, NYS Chief Information Officer, NYS Office of Information Technology
Brian LaFlure	Emergency Manager, Warren County
Robert Terry	For Joan McDonald, Commissioner, NYS Department of Transportation
James Voutour	Sheriff, Niagara County
LTC Robert Mitchell	For Maj. Gen. Patrick A. Murphy, NYS Division of Military & Naval Affairs
Gary T. Maha	Sheriff, Genesee County
William Bleyle	Commissioner, Onondaga County 9-1-1
Robert Morris	VP, Port Authority of NY-NJ Police Benevolent Association
Eric Day	Emergency Manager, Clinton County
Michael Volk	Chief of EMS & Communications, Westchester County

Board Members Absent:

Joel Eisdorfer	Partner, Real Estate Development Company
Richard Rotanz	Executive Director, Applied Science Director
Howard Zucker, MD, MPH	Commissioner, NYS Department of Health
Kevin Revere	Emergency Manager, Oneida County
Joseph Gerace	Sheriff, Chautauqua County

Board Members Conferencing In:

John Merklinger	911 Coordinator, Monroe County
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Speakers:

Robert Barbato	DHSES, Director, OIEC and Chairman of the Board
Larissa Guedko	Radio Engineer, NYS DHSES OIEC
Robert Wright	Mutualink
Colin McWay	Mutualink
Matthew Delaney	Radio Engineer, NYS DHSES OIEC
Toby Dusha	Radio Engineer, NYS DHSES OIEC

Guests:

Linda Messina, DHSES Legal
Frank Hoare, DHSES Legal
Vanessa Murphy, DHSES
Matt Campbell, NYSTEC
David Gottesman, DHSES
Steven Sharpe, Genesee County
Lee Shurtleff, Tompkins County
David Cook, Harris
Jim Natoli, Mutualink
Robert Wright, Mutualink
Colin McWay, Mutualink
Jay Kopstein, CIWG Co-Chair
Michael Allen, CIWG Co-Chair

Barbato: Do I have a motion to approve minutes.

Maha: Motion to adopt minutes.

Fettinger: Second.

Barbato: Motion passes and Minutes are adopted. The first item on the agenda is an update on the statewide interoperable grant program. Larissa Guedko.

Guedko: I will provide a general overview of the statewide interoperable communications grant program. We are up to the Round 4 of the grant program. Round 1 has been closed, and I will go through some quick details. But I cannot go into the details of Round 4 because we have RFA out and are awaiting county submissions. The Round 1 appropriation was \$20 million, the grant has been closed and all counties have submitted vouchers and they have been reimbursed, very close to the \$20 million. For Round 2, \$45 million appropriation, where \$36 million went into improvements and infrastructure and \$9 million went into consolidation. Out of \$36 million \$16.5 million so far has been reimbursed to counties to date. Of the \$9 million, \$2.9 million has been reimbursed to the counties to date. Part of the round 2 was an appropriation for the PSAP in the amount of \$9 million for improvements and \$66 million for the appropriation for Round 2. \$29.5 million has been reimbursed to date. For Round 3 the appropriations were \$75 million with \$4.1 million reimbursed to date. Spending is very important and we expect the counties to be very active in spending the money promptly and timely. For the 2014 PSAP Operations Grant, which is a new program and the first time offered was last year. The application was for \$10 million. And lastly, Round 4 SICG appropriation is \$50 million. This grant has its open period right now and we await the April 15 deadline for the applications to be submitted. The total since 2010 is \$265 million. That is how much has been awarded to counties for interoperability projects and improvements. I'm going to go through our grant period. The contract period for those grant programs was one year contract with two extensions, so the total contract period was three years. That was for the Round 1 and Round 2. In 2013 there was a change where

the contract period went down to two years. So that is why we see a change in Round 1, which I mentioned ended and the Round 2 contract end date is February 2016. After that date, extensions will not be allowed. And for the Round 3 it is December 2015. In Round 4 we made few changes and the contract period is going to be a two year contract versus one year. This allows the counties to work on grant money without worrying about extensions. The contract period will be established as January 1, 2016 and will end in December 2017. It is a two year contract with no extensions expected. The reason for this start and end date is that we found that this date works well with the county budget. We tried to align it so that the state has ample amount of time to follow through the procurement process and contract development stages. And it allows counties to go back to legislation, go back to their county executives and start working on the project as a whole. The 2012 PSAP Consolidation and Sustainment was \$9 million the contract is scheduled to end 2016 and the 2013 PSAP which was part of the Round 3 will end in April 2016 also. The first one is 3 year and the 2013 PSAP is a two year contract. The new 2014 PSAP Operations Grant is only one year. That is how much time you have to spend the award in total. There will be no extensions and what hasn't been spent will be lost. So please make sure you submit all your vouchers and do all your spending by December of this year. I cannot talk about Round 4 SICG; however, I would like to go over the goals that have been set. Governance and SOPs are a big part of the program in general and we are still trying to establish governance structure across NY state. We see a lot of improvement as far as consortiums. Still there is work to be done. A few counties have not developed SOPs encompassing the county or county to state agency even though they have a handshake agreement, it still needs to be put on paper and put in writing. Training and Exercise. This piece of the grant program will never go away. It's always going to be there. You always have to train with new technology, have to keep up with new personnel and any new person coming on board so they are aware of procedures, equipment and of operating a new system. The new system will have to be P25 phase 2 ready. This is something new and this requirement will stay in the grant program until the federal government decides that we have to move to phase 2. For now we require that all new systems that are to be built be phase 2 ready. That does not mean that you have to buy a phase 2 system, but can buy a system that is phase 1, however, all the hardware and software or options need to be present to be phase 2 ready. Backhaul. Counties in NY State use standardized IP protocol guidelines and plans which are on our website. Interoperability Channels is what the grant program is all about. We need counties to implement interoperability channels on an infrastructure basis and not just subscriber equipment. The equipment purchased through the grant program must have channels programmed into all units. On the Round 4 grant, we would like to have a webinar, and we will schedule this webinar next week on Wednesday afternoon at 1:00 pm. The email to stakeholders will go out later this week. Any questions?

Maha: Larissa, I know you can't go into any specifics about Round 4. The cutoff date for applications is April 15th. Do you have any idea when awards will be awarded? Are we talking months?

Guedko: Give or take as after April 15 we have to go through the review process first and I expect based on previous experiences that it will take about 4 to 6 weeks. After that it will go through stages of approval with our senior management and the governor's office and then the award announcement will be made. So far, this process has been streamlined and we hope that the award announcements will come shortly after the validation process. One more thing I forgot to mention. Our schedule for the Round 4 required open comment period. The open comment period ended on February 23rd, and we received a lot of good questions and comments. We posted in addition to the RFA on the website yesterday. Email will go out to all stakeholders. Look at the questions and answers posted as many of you may have some of the same questions.

Barbato: No other questions? Thank you, Larissa.

Our next item on the agenda is the update for public safety broadband initiative and Mutualink. Matt Delaney.

Delaney: Good Afternoon Everyone. I'm going to give two updates, the first is on FirstNet and Public Safety Broadband. The Public Safety Broadband Working group met yesterday. This Board about a year ago created a Public Safety Broadband Working Group. We did meet, and had a very productive 2 hour meeting. Next meeting is being scheduled and will occur prior to the initial consultation, probably the end of the month or beginning of April. FirstNet will be coming to NY on April 20th, for a meeting here in Albany for initial consultations. This is our first opportunity to meet with FirstNet one on one in person. Everyone who has been invited to the working group is going to be invited to the consultation and if anyone else is interested in the consultation, you are certainly welcome to attend as well. So this will be an Opportunity for FirstNet to provide more information to us on their concepts as to how the network will be constructed in NY and nationwide. It will also be an opportunity for New York to help FirstNet with some of our particular concerns and areas of interest. This is what the working group has been focused on. We started those sessions yesterday and we're going to continue them at the next meeting. We're going to create a list of topics of interest for FirstNet and example use cases for as to how Public Safety broadband would be used and is currently being used in a commercial and private level today in New York and this will hopefully start a dialog with them. About 15 – 20 states have had their consultations so far. No one has had a second consultation. We expect a series of consultations to be scheduled in New York as to how FirstNet will be developed in the state. The breaking news from FirstNet and NTIA SLIGP, The State and Local and Implementation Grant Program which we received an award for Phase 2. So phase 1 is outreach education and what we have been doing to date, presenting at these meetings, holding our working group meeting and so forth, interacting with NTIA, FirstNet and other stakeholders, Phase 2 was originally intended to be a collection of information about state and local assets, tower sites, fiber and so forth. However, a couple of weeks ago they let us know that that was going to change. Instead of collecting that information now, they want to first release their comprehensive network RFP which will occur, rumor is, sometime this spring, they had not had any official date, they want to go through that process before they collect information from State and local governments on specific towers and backhaul and other physical assets. Instead, what they are going to request is users, user density, public safety agencies per square mile and those types of examples, special coverage areas where there are events and an influx of public safety, things that might not be represented in a large scale data set that show the number of police officers per square mile, that wouldn't reflect potentially, a large fair or maybe a once a year concert. So they will have information on that, as well as coverage priorities around the state and what kind of areas we would like to prioritize. Back in December we issued a mobile data survey, using the Survey Monkey tool, and canvassed all the counties. This information was on your current users mobile data, your commercial or private data network, how much you pay per month, what kind of service, what kind of coverage area you experience today. If you have not completed this mobile data survey for your county, please do so, as it is very important to us to create an accurate dateline to be able to present to FirstNet. We would like to present this to them at the first meeting. If you are not sure if you submitted a survey or need it resent, please let me know and we will get it to you. The next FirstNet Board meeting is March 25th in Washington, D.C., at the Department of Congress Headquarters, and like all FirstNet meetings it will be webcast live so that you can go to FirstNet.gov, and get the link to watch it live. I believe it is at 10 am, but I am not positive. Up to date information and the background information is also available on our new dedicated Public Safety Broadband website that we launched the end of December, psbb.ny.gov. This is where we have a calendar, news items, lots of background information explaining what broadband is. Questions?

So my next topic is Mutualink. I'm going to do a quick overview and then Mutualink is actually here and will do a quick demonstration. At the last board meeting there was a request for a demonstration of Mutualink, so they are here, and I will hand it over to them after my quick update. Our Mutualink rollout in New York consists of a couple of steps. We have a county rollout, we have a school pilot program in Rockland and Oneida counties and we also are deploying it to DHSES field staff and some State agencies for dispatch centers on a trial basis. On the K12 school roll out in Rockland and Oneida County is nearly complete. Some of the schools are already practicing exercises using Mutualink and rating

the response times with and without Mutualink and comparing them and the other information that will become available because they can share video and so forth. The Edge procurement process, the software version that will be rolled out to all the counties and our field staff, the procurement is completed and the county rollout will begin shortly. The latest software release actually streamlines installation on mobile devices and makes it easier. This will all be explained to the counties through letters shortly. As a reminder, the rollout consists of the 5 software licenses and 2 radio interfaces so you will be able to share your radio systems. We also have some video and telephone interfaces so if you have a particular need for sharing video or so forth, we do have that available as well. So, before I hand it over to Mutualink for the demo are there any questions?

Barbato: Any questions on FirstNet or Mutualink at this time? Before we go into the demo, I just want to point out that Chris Tuttle, from DHS, a non-voting member, was unable to attend today, but has dialed in.

Delaney: So from Mutualink we have Colin McWay, Robert Wright, and Jim Natoli to give a demonstration of the technology and certainly any questions you have on the technology, feel free to direct them to Colin and Robert.

McWay and Wright: Introductions and demo of Mutualink. Showed the basic software and brought in data, radio and video (multimedia) in demo incident to show real time capture and sharing capabilities.

Day/McWay/Wright: discussion on Albany airport, TSA use, rollout and end state.

Maha: Is there a timeline for completion in New York State.

McWay: We don't have a timeline. The next step is a very clear step, there has to be the MOU's go out, then from our perspective, there are two aspects of technology, the user interface, which is hosted so can happen very quickly, we can connect all entities depending on cooperation from the counties. Let's say that all counties are cooperating entities so that can be done in a couple of weeks, then when we go to do the media that will take a little longer. Whole thing takes very little time.

Barbato: Thank you very much gentlemen. Moving on in the agenda, scheduled is a 911 committee update. Sheriff Gerace could not be with us today. Let me ask John Merklinger if he has an update.

Merklinger: Not sure what point we are at. Documents are very close.

Barbato: At the last meeting there were corrections that need to be made. The final is marked up and if that is ready for the next meeting, we will table this until then. The next item on the agenda is the Proposed Regulations. As part of the grant program it is required that we consistent with the recording of communications resources that the office created. They are still in the final draft at this point. We would like the opportunity to follow some protocol and share the final with Governor's counsel's office and the program secretary's office so that they can be caught up to speed before taking to recording in the register. Shortly thereafter they should be published. On the concerns and comments that you may have should be posted formally and should be able to make changes from there. I think the appropriate forum for posting is through the register. We will take that as an action item so that you will be able to make comments. Any discussion on the proposed regs?

Barbato: The next item on the agenda is a brief introduction on an initiative in play right now on our outreach efforts to see where our consortiums are at and to explain that is Toby Dusha.

Dusha: Good afternoon. Just a quick update on the mission that Bob has mentioned, over the past several years our office has undertaken numerous surveys and outreach to the counties to obtain and capture the pulse as to where they stand with interoperable communications. What their operable communications capabilities are, and over the years this has been used to shape some of the grants that we have provided to the counties. We have now embarked, as Bob has mentioned, on a short turnaround on another survey. But this time we will be reaching out to, instead of the 57 counties, we'll be reaching out to 9 consortiums, the communication consortiums that have been developed in the state. These are comprised of anywhere from six to 14 counties. In the survey, we will be checking the pulse of their ability to provide and maintain interoperable communications, determining their level of interoperable communications, the ability of them to communicate between consortiums and various regions across the state. We focused on the consortium level survey this time, the counties are very active with consortiums and over the years have developed governance, policies and procedures, and developed SOPs. We are focusing at the consortium level; it's a little easier to handle 9 groups. The survey will begin with a survey monkey consisting of 30 plus questions, rather short to hit the major topics of how to maintain interoperability and 911 services, data capabilities, and general communications capabilities. Part 2 of this outreach will actually be sitting down and meeting with consortiums and memberships, where we will delve into the finer details. We will identify the lessons learned; and the benefits that have been achieved by these various consortiums in combining their resources and plans. It will also allow us to identify gaps that still exist in obtaining interoperable communications capabilities throughout the state. Again, this will help us to develop plans, possibly channel grant funds or redefine grant funds in the future in order to focus on some of these gaps. We will also identify what is missing at the county and local level in order to achieve operable and interoperable communication. A lot has been accomplished over these past few years since the inception of the consortium programs and when you add to that over \$250 million in state grant money has been contributing to this. A lot has been accomplished; a lot of hardware, a lot of interoperability, and connectivity between the various entities. The North Country/Adirondack region, consisting of 14 counties that are interconnected primarily due to the grant monies that were allocated by the state. So it is time we take account of what has occurred over the past few years and check the pulse of the consortium activities and see where they are. This is not an audit of their ability, but just an opportunity to obtain an overview of their capabilities towards achieving interoperability. The project has begun and we intend for it to be completed by April 30 with our final report and a current status.

Barbato: Any questions? I'll add a little more. First of all, I think that we see this as a way to establish a baseline of the capability and identify the areas where we are achieving success in interoperable capability. There is actually a good news story that involves this board, it's a dynamic thing for regular information and more importantly a way that we can view and focus more on the other Safecom areas including governance, training and exercises, SOPs, and more importantly, as you've already done from region to region and county to county. It gives us an additional opportunity to dovetail into the other efforts through Homeland Security that has been undertaking for over the last couple of years. If there are no other questions on this outreach effort, I'll move on.

Barbato: New Business. First I want to point out that in your materials today is a copy of the Annual report. This is the final draft version. As you know by reporting statute the Board is required legally to report on the prior year including board resolutions passed, programs, policies and guideline initiatives. The report is in final review before going to the elected officials, governor, etc. If you will please review the draft that has been provided to the board members and I ask if there are any questions on the annual report. If not, we will move on quickly.

The next item for your reference is the SCIP annual snapshot. The SCIP is the interoperability plan as you know the board in December, published and released a New York SCIP, and again, the new format helped. On an annual basis Federal Homeland Security requires that we give an update of any actions or efforts that are underway throughout the year. The annual SCIP is now electronic and our office has reviewed and updated the template and we will be sending

that to DHS by March 11. So for the Boards reference, the annual update follows the goals and objectives of the SCIP so on the one hand there were no significant changes, but we want to give the members of the board an opportunity to review this document, and that if you have any questions or concerns, we will be glad to address them.

Lastly, we are considering some pilot initiatives, Mutualink, similarly the Communications Interoperability Working Group meeting was this morning and there was a discussion of a potential pilot in the state of New York to roll out tests and consider the value of NextGen 911 technology, specifically ESINET. So, by the action of the CIWG this morning, they will bring a recommendation or project plan to be presented to this board for consideration of the position of the state to explore NextGen 911. The technology on a pilot basis is small, perhaps involving a few counties and state agencies. As you are all aware, NextGen 911 is coming. There has been no enterprise level deployment of this technology, the standards and it is still underdeveloped, however it has been tried in some early adopted cases, some multiple jurisdictions and localities. I think the state of Indiana is the only state that may have done something on a statewide basis at this point. Interest of the board members and subject matter experts think that New York State should consider some of the technology challenges. With that, the chair has no other new business. We will open up the floor for board members. Do any board members have any other items or business for discussion? OK, moving on I would like to say that we do have some participants from CIWG and for the board's consideration would you like to open up the floor for any questions from them? Do I have a motion?

Maha: Motion to open floor

Fettinger: Second.

Barbato: All in favor. Motion passes. So while we have a moment, I would like to open up the floor to any questions for the board from others who are not members of the board. Mike Allen.

Allen: Just wondering or taking the opportunity to introduce myself. I am Mike Allen, Director of Emergency Communications, Oswego County and one of the co-chairs from the working group that met earlier today. One of the things that we're struggling with is items that the board would like them to work on. So, I would ask you that if there is something in particular that you feel the working group should be working on, to make that know to us and we will put it as one of the agenda items for our working group or task it to another group of individuals and bring it back to the board.

Barbato: Mike, actually glad you are here to speak. Other discussions today were the guidelines for consideration for interop channels and the statewide uniform policy on channel naming.

Allen: I think what we are trying to do is establish operational guidelines for the national interoperable channels; there is a number of issues that occur throughout the state, good and bad in association with the use of those channels. We want to try and capture those problems and come up with potential solutions and guidelines for use by the state. So, Jay can chime in anytime, but started to develop a document, a number of years ago, and language, but we thought we better bring it back to the forefront and then with the bulk of that discussion during this morning's meeting, we actually found that there are some parallel discussions going on in other areas of the state. We want to be able to bring all the notes, put them together, and come up with a document or some way to present that all to the board to adopt. Jay, anything?

Kopstein: There are no rules currently governing federal items. In one location they have a repeater channel turned on 24/7. It created interference. Hurricane Sandy we shared channels in Long Island sound area, in New York and Connecticut. It worked well. Mike Volk started looking at setting up a listserve to tell people when channels are being activated. There is the department of public safety took it one step further and created a statewide listserve. That has

now begun with Connecticut, the flatlands of New York and New Jersey utilizing it to notify those people in the region when they are activating a channel. It works. We are looking to create that do that statewide in NY, but in order to do that efficiently and effectively we need a standard operating procedure to go along with it.

Barbato: Do other states have interop guidelines in place?

Kopstein: The only state that I know of that has guidelines is the state of Virginia, where most interoperability on an official level started with the state SWIC, I believe the first in the nation. Unofficially, interoperability was started in NYC and the environs back in the early 90's as part of an effort to get additional UHF channels; FCC mandated a six channel interoperability region, that came up. But, formal guidelines beyond that, no.

Barbato/Kopstein: Discussion and kudos as to who was the chief of NYPD at that time. Jay was a captain.

Barbato: So that's another guideline similar to what we did with IP addressing in an earlier action and this may be something we would like to hear more about at the next meeting. Very good, if there are no other comments, we can adjourn the meeting.

Maha: Motion to adjourn

Volk: Seconded

Barbato: Meeting adjourned.